

JOB OPPORTUNITY

Job Opportunity Bulletin: #03-180

Final Filing Date: June 30, 2004 or until filled.

Position:	Salary:	Location:
Office Technician (Typing)	\$2,510 – \$3,050	Facilities Development Division 1600 Ninth Street, Room 420 Sacramento, CA 95814

General Statement:

Under the supervision of the Staff Services Manager I, and with lead direction from the Program, Policy and Operations Support Section management staff the Office Technician (Typing) provides clerical support for the Hospital Building Safety Board and the Contract Management, Pre-Approval, Geotech and Administrative Services functions.

Duties:

- Provide general Office support for the activities of the Hospital Building Safety Board including: securing meeting facilities and services, prepare and distribute agendas and meeting materials, produce and edit technical meeting minutes and reports, initiate and process Board Member appointment documents.
- Provide support to the Policy and Program Management Section managers/supervisors and staff including but not limited to: type letters, memos and reports on a personal computer; edit correspondence for grammar, spelling and clarity; schedule meetings; make airline reservations and secure travel arrangements.
- Act as a liaison between FDD and the Division's Accounting Office regarding travel advance and reimbursement issues. Process all travel related claims and verify all forms are completed correctly and have appropriate approval signatures. Distribute travel information within the Division.
- Serve as backup to the Executive Assistant: screen incoming correspondence and refer to appropriate staff for action; maintain Deputy Director's calendar when scheduling appointments; screen and refer incoming calls from other State offices, the Legislature, executives of private industry, attorneys, the press, architectural and engineering firms, and members of the public.

Desirable Qualifications:

- Ability to use sound judgment and discretion in communicating with staff and the public.
- Ability to maintain a high degree of initiative, independence and accuracy in performing tasks.
- Possess excellent "people" and organizational skills.
- Have working knowledge of computers, grammar and accurate typing skills.
- Must display good attendance habits and be dependable and punctual.
- Knowledge or experience working with travel claims would be a plus.

Who May Apply:

Applications will be accepted from individuals currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointments are subject to SROA/Surplus policies.

Interested individuals should submit a State Examination and/or Employment Application, STD-678 and a resume to:

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

OSHDP - Facilities Development Division
Attention: Rikki Helmsin (#03-180)
1600 Ninth Street, Room 420
Sacramento, CA 95814

For further information contact Rikki Helmsin at (916) 654-1699.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

